



Windham County Renewable Energy Grant Program

REQUEST FOR LETTERS OF INTENT

December 4, 2015

INTRODUCTION

Deadline for Submittals: **January 8, 2016**

The Clean Energy Development Fund (CEDF) invites businesses and organizations to submit a Letter of Intent (LOI) to apply for a CEDF grant to create and administer a \$400,000 renewable energy (RE) grant program for Windham County.

The CEDF intends to support, through one or more competitively awarded grants, the creation of a Windham County RE grant program. The grant (or grants) shall only be made to an entity that:

- is located in Windham County, Vermont
- has successful experience in issuing and managing grants
- has experience with renewable energy projects, companies, and/or policies
- does not have a financial interest in any energy projects or technologies
- has a working knowledge of the energy and economic development issues of Windham County

The amount of grant funds available will be for \$400,000 and shall only be used to create a Windham County Renewable Energy Grant Program. The \$400,000 shall be used by the Grantee to issue sub-grants in support of renewable energy projects located in Windham County.

The Sub-grants shall be made to projects that are in compliance with the State's 2015 Comprehensive Energy Plan and the CEDF's Strategic Plan. The Windham County Renewable Energy Program shall also be developed in coordination with the wood heating program for Windham County (Windham Wood Heat), and any other related CEDF programs.

GRANT PROGRAM TIMELINE

- Letter of Intent Submission Deadline: Friday, **January 8, 2016**

- Invitation(s) to Submit a detailed Grant Proposal: Distributed Week of **January 11, 2016**
- Award Notification: **January or February, 2016** (depending on the # of applications)
- RE Program starts: **March 2016**

A Letter of Intent (LOI) is the first step in this process and is required of all applicants. Letters of Intent are screened by the CEDF staff to determine eligibility, after which select applicants will be invited to submit a full grant proposal. It is possible that an applicant will be offered a grant based on the LOIs submitted, eliminating the need for a grant application and proceeding directly to creating a grant agreement. The grant proposal guidelines will be distributed to those invited to submit grant proposals. ***Please note: Receipt of an invitation to submit a grant proposal does not infer, confer, or guarantee receiving a grant or funding for any project.***

Program Outline

Eligible Applicants:	<ul style="list-style-type: none"> • Businesses • Governmental Entities • Organizations (including non-profits)
Eligible Projects:	Sub-grants in support of renewable energy projects in Windham County, VT.
Funding Type and Source:	Grants. State CEDF Funds.
Total Amount available:	\$400,000 The CEDF anticipates making one grant for the total \$400,000 available, but smaller multiple grants are possible.
Awardee Cost Share Required:	Cost share is required but there is no minimal amount and in-kind cost share is allowed. Cost share will be required of the sub-grantees.

INFORMATION REQUIRED FROM APPLICANTS

Applicants must submit Letters of Intent (LOI) as described below. The LOI should be prepared simply and economically, providing a straightforward, concise description of the applicant's project. The LOI should not be longer than three pages, including CEDF's Project Description Sheet. Colored displays, promotional materials, and so forth are not desired. Emphasis should be on clarity of content.

To be considered complete a LOI must include the following two items: The CEDF issued Project Description Sheet and a Cover Letter. These two items are described below.

I. Project Description Sheet

Applicants must complete the Project Description Sheet (an example is included as Appendix A) in an Excel (or readable by Excel) format as part of the LOI. The Project Description Sheet is available as a separate document at www.publicservice.vermont.gov/topics/renewable_energy/cedf or can be obtained from the grant administrator (andrew.perchlik@vermont.gov). The following section explains the information required for each question on the Project Description Sheet:

1. Program Title

Provide a descriptive title for the proposed program.

2. Identification of Applicant

State the full name and mailing address of the organization that is submitting the LOI and (if a separate entity) the potential grant recipient. List the main contact person and contact information. This person should also be listed as an Authorized Negotiator below.

3. Applicant's Related Experience

Provide a short paragraph describing the Applicant's (and any other principal parties') experience related to the applicant's proposed Windham County renewable energy grant program.

4. Identification of Subcontractors and/or Partners

If applicable and known, list any subcontractors and/or partnering firms/organizations that will perform, or assist in performing, the work; include contact information.

5. Authorized Negotiator(s)

Include the name, phone number, and email address for individuals authorized to respond to any and all questions regarding the submitted LOI. The Project Description Sheet must be signed by a duly authorized representative of the party (or parties) submitting the LOI.

6. Preliminary Program Description

Provide a paragraph describing the essential elements of the proposed Windham County RE grant program.

7. Cost Share Information

Include a listing of any non-CEDF funds (with \$ amounts) or in-kind contributions to be used in support of the proposed program.

8. Program Delivery Costs

List the estimated cost to deliver (manage, administer) the proposed RE grant program. Include the hourly, fringe and indirect rates that will be charged to administer the program.

9. Total Program Budget:

List the total program budget amount including up to \$400,000 of CEDF grant funds.

10. CEDF Funds Requested

Applicants must specify the amount of funds they are requesting from the CEDF to be applied toward the proposed RE grant program.

11. Expected Project Dates

Provide an estimated date for the start and completion of the proposed program.

12. Signature:

Sign the form to indicate it has been read and the applicant acknowledges, to the best of her/his knowledge the information supplied is accurate.

II. Cover Letter

On the applicant's letter head, introduce the applicant(s) and describe the proposal for a Windham County Renewable Energy Program. The Cover Letter should include a short statement of the project's goals, objectives, benefits and risks. The Cover letter should not exceed two pages in length.

EVALUATION CRITERIA

All LOI submitted will be evaluated by staff at the CEDF, Public Service Department (PSD), and any other reviewers the PSD deems necessary. The CEDF reserves the right (but is not obligated) to request additional information from applicants before inviting projects to submit grant proposals.

All LOI submitted will be evaluated based upon how well the proposed project meets the purpose of this request, the principal goals of the CEDF¹, qualifications and relevant experience of the individuals/entities involved, reasonableness of the proposed program delivery costs, and any other criteria deemed relevant. At the sole discretion of the PSD invitations to submit a grant proposal could be issued to all or none of the entities that submit a LOI.

Any eventual grantees will be subjected to transparency and reporting requirements including, but not limited to: financial and performance reporting, tracking, documentation of incurred costs, and access to records.

Cost share is required. Applicants are encouraged to explain the justification for the amount of cost share proposed in their Cover Letters. The amount of cost share will be taken into account as part of the LOI review.

SUBMITTING A LETTER OF INTENT

Any questions regarding this Request should be submitted in writing, preferably by email, with the subject line, "Windham County Renewable Energy Grant Program LOI - Question." Questions are

¹ Increase the use of renewable energy, improve the cost effectiveness of renewable energy, increase the economic development of the renewable energy sector, and lower the environmental impact of energy use

due by 4 p.m. on Friday December 18, 2015 and will be answered in a comprehensive Q&A document that will be posted at the CEDF web site alongside this request by December 22, 2015.

LOIs must arrive at the Public Service Department (PSD) office by 4:00 P.M. on Friday, January 8, 2016. A hard copy is not required. The LOI can be submitted electronically but must be signed. If mailing a hard copy of an LOI please allow adequate time to ensure receipt of their proposal(s) by the deadline. LOI received after the application deadline will not be considered.

For an LOI to be accepted it must include a Cover Letter and a completed Project Description Sheet as described above.

This request and all the required components of a LOI are posted on the CEDF website or can also be acquired by contacting the CEDF. Electronic copies of a submitted LOI should be emailed to:

Andrew Perchlik
CEDF Director
C/o Vermont Public Service Department
112 State Street
Montpelier, VT 05620-2601
Phone: (802) 828-4017
Email: andrew.perchlik@vermont.gov

CEDF BACKGROUND

In 2005, the Vermont General Assembly established the CEDF through Act 74 (30 V.S.A. § 8015). The Act specifies the CEDF scope of work and authorities. 30 V.S.A. § 8015 (c) states the purpose of the CEDF as follows: “The purposes of the fund shall be to promote the development and deployment of cost-effective and environmentally sustainable electric power and thermal energy or geothermal resources for the long-term benefit of Vermont consumers, primarily with respect to renewable energy resources, and the use of combined heat and power technologies.”

In April of 2014 an agreement between the State and Entergy Vermont Yankee resulted in the CEDF receiving over \$5.3 million in new funds. The agreement requires that at least 50 percent of those funds (\$2.66 million) be spent in, or for the benefit of, Windham County.

The CEDF offers a portfolio of funding opportunities to accelerate the development, commercialization, and production of clean energy in Vermont including: grants, direct incentive payments through the *Vermont Small-Scale Renewable Energy Incentive Program*, credit enhancements for renewable energy lenders, contracts for specific products or services, and other offerings as may be authorized by the Vermont General Assembly and subject to approval of the PSD. Since its inception, the CEDF has awarded over \$64 million in federal and state resources to businesses, community groups, municipalities, schools, institutions, farms, and individuals for renewable energy and energy efficiency in Vermont. These funds leveraged total investments of more than \$258 million in the state’s clean energy infrastructure. Programmatic activities and associated funding are developed by the CEDF staff in conjunction with the appointed CEDF Board, which

oversees development of the CEDF strategic plan and annual budget. Additional information on the CEDF is available on the PSD website at:

http://publicservice.vermont.gov/topics/renewable_energy/cedf

Potential Grantees should be aware that CEDF grant awards can be considered taxable income. Grant recipients shall be responsible for all individual tax obligations under federal, state, and local laws.

APPENDIX A – PROJECT DESCRIPTION SHEET
*Don't use the sheet below. **Complete using Excel compatible version.***

Vermont Clean Energy Development Fund (CEDF) Project Description Sheet for the Windham County RE Grant Program - Letter of Intent <small>Note: Instructions for each field are in the request for the LOI document</small>	
1. Project Title:	
2. Applicant Name, Address, and Contact Information:	
3. Applicant's Related Experience:	
4. Subcontractors or Partnering Company (if known):	
5. Authorized Negotiator(s) (Name and Contact Info. if different from Applicant information):	
6. Preliminary Program Description:	
7. List any non-CEDF sources & \$ amounts of funds or in-kind contributions to be used in the proposed program:	
8. Program Delivery Costs: (Include Hourly, Fringe and Indirect rates)	
9. Total Program Budget:	
10. CEDF Funds Requested:	
11. Expected Program Start and Completion Dates:	
12. Signature:	

The above is only to show what the Project Description Sheet looks like as should not be used. Please use an Excel compatible version.